



## JOB DESCRIPTION

Title: **LIBRARY ACCOUNTING TECHNICIAN**  
Department: Library  
Class Code: 6880  
FLSA Status: Non-Exempt  
Effective Date: November 1989 (Rev. 07/2009)  
Grade Number: 12

### GENERAL PURPOSE

Under the supervision of the Library Director, manages all financial operations of the library. The position is responsible for all purchasing, receipt, payment, and general bookkeeping, as well as personnel records and payroll.

### EXAMPLES OF DUTIES

- \*-- Compiles figures for the budget and aids the Library Director in its preparation.
- \*-- Prepares purchase orders, processes field purchase order check requests, and claim vouchers on a weekly basis.
- \*-- Receives materials and supplies; verifying invoice for payment.
- Oversees patron records; deals with overdue materials, fine, and complaints.
- \*-- Responsible for scheduling public use of the library Board Room and Auditorium. This includes explaining our policy on public meeting rooms to the community, receiving applications and deposits, ensuring applicants qualify for use of the rooms, posting monthly meeting room schedules, and other miscellaneous duties related to the public use of the meeting rooms.
- \*-- Works with the City Attorney's office on delinquent accounts.
- \*-- Enters time in computer for payroll processing; maintains payroll records pertaining to vacation, sick leave, and floating holiday status.
- \*-- Orders all office supplies for the system.
- \*-- Maintains and reconciles petty cash fund.

- \*-- Performs basic circulation duties at the Public Service desk as a member of a service team, including, but not limited to, checking materials in and out, placing holds, resolving fines, registering patrons, and searching for titles. This will involve 4-6 hours per week.
- Answers the telephone, refers callers, takes messages.
- Answers inquiries regarding library services.
- Operates office printer, adding machine or other office machines.
- Produces various reports, upon request, utilizing the computer system (AS/400).
- Performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

- Under the guidance of the Library Director, this individual is responsible for the effective and efficient management of the administrative office.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

- Associates degree in a business-related field and one (1) year experience in an accounting-related position, or any combination of education and experience.
- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 40 net words per minute or better; skill in operating a calculator and familiarity with modern office equipment.

#### Special Requirements

- Must be adaptable to changing work hours. Must be willing to work evenings and Saturdays.

#### Necessary Knowledge, Skills and Abilities

- Thorough knowledge of accounting methods used in keeping fiscal accounts.
- Working knowledge of payroll functions; working knowledge of computer data entry.
- Positive phone demeanor.
- Knowledge of library terminology, procedures, routines, and equipment.
- Good knowledge of business administration.

- Ability to do mathematical calculations quickly and accurately; ability to establish and maintain effective working relationships with employees and the public.
- Ability to understand and carry out oral and written directions.
- Good judgment.

### **TOOLS & EQUIPMENT USED**

- Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone; automobile.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.